

## **NOW HIRING**

### **Cass County Accounts Payable and Election Administrator**

**Summary:** Work in the county auditor's office. Responsible for accounts payable/claims and election administration. Work 8:00 – 4:30, Monday through Friday, with potential for additional hours especially during election seasons.

**Requirements:** high school graduate or G.E.D., knowledge of basic business math and generally accepted accounting principles, operate general office equipment such as computer, copier/scanner, accuracy and attention to details, work well with others.

**Pay:** \$18-\$22 per hour depending on experience with potential for more following probationary period. Excellent benefits.

#### **Full Job Description Below.**

**Application may be found at** <https://www.casscountya.gov>. Submit resume and application to the Cass County Auditor's Office, 5 W 7th Street, Atlantic, Iowa 50022. Applications will be accepted until the position is filled.

*Equal Opportunity Employer, including disabled and veterans.*



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|-------------------|---|
| <b>Title</b>      | Accounts Payable & Election Administrator |
| <b>Reports to</b> | County Auditor                            |
| <b>Department</b> | County Auditor                            |
| <b>Status</b>     | Full-time, Non-Exempt                     |

## JOB SUMMARY

Responsible for accounts payable and Federal, state and local election functions for the county. Work 8:00 – 4:30, Monday through Friday, with potential for additional hours especially during election seasons.

## ESSENTIAL FUNCTIONS

- Attend work as scheduled
- Work well with others, including the public, co-workers and elected officials using tact and courtesy
- Follow county handbooks, state and Federal regulations and other instructions
- Excellent verbal and written communication skills
- Accurate work with attention to details

## SPECIFIC DUTIES

- Process accounts payable/claims
- Maintain accurate records of county disbursements and revenues
- Maintain inventory database of county property
- Maintain election registration database
- Enlist and train precinct election officials
- Prepare election supplies
- Set up and test electronic voting equipment
- Transfer data from voting equipment to central computer and process election results
- Accept and process passport applications
- First responder to answer telephone calls in the auditor's office
- Sort mail for courthouse departments
- Refer to the Code of Iowa, and other sources to obtain specific information relating to the job
- Serve as backup for payroll clerk/deputy
- Assist with real estate database upkeep
- Prepare financial reports and assist with budget preparation
- Fill in as secretary to the board of supervisors
- Other tasks as assigned by the auditor

## REQUIREMENTS

- High School graduate or G.E.D.
- Knowledge of basic business math and generally accepted accounting principles
- Operate general office equipment such as computer, copier/scanner, calculator
- Sit at a desk for extended periods, stand for extended periods to assist office visitors
- Occasionally lift up to 50 pounds
- Bondable

## BENEFITS

- |           |                             |                 |
|-----------|-----------------------------|-----------------|
| • Medical | • Life                      | • IPERS         |
| • Dental  | • Short-term disability     | • Paid vacation |
| • Vision  | • Flexible Spending Account |                 |